

Subj.

ROUTING AND TRANSMITTAL SLIP

DD/A Registry

Date 53-4725

DD/A REGISTRY

45-4

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. EC/ADA

R

1 NOV
1953

2. ADA

9

1 NOV

3. ADA

8

1 NOV

4. C/LSD/OL

B.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Bob,

Good work!

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

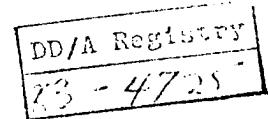
Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 341-529 (120)

STAT



1 November 1983

MEMORANDUM FOR: Deputy Director for Administration

VIA : Executive Secretary *[Signature]*

FROM : Chief, Executive Registry

SUBJECT : Status of Room 6E2914 Headquarters,
Executive Registry Annex

1. For your information and as of this date, following has been accomplished in Room 6E2914 Headquarters:

- (a) Pneumatic Tube System installed and ready to go.
- (b) All painting has been completed.
- (c) Black and Green telephones have been installed.
- (d) Metal barrier sheets have been installed above the ceiling for conformance with open vault storage requirements.
- (e) IG Administrative Officer is in the process of turning in excess chairs, tables, etc., stored in Room 6E2914.

2. Remaining work/items to be accomplished:

- (a) Xerox machine to be delivered and installed on Friday, 4 November 1983.
- (b) ODP/Commo to relocate and install two Delta Data terminals from Room 7E12 Headquarters. (Should be completed week of 7 November.)
- (c) Centralized files and equipment to be moved.
- (d) Some carpet squares to be replaced.
- (e) Appropriate notice to Mail Rooms and Registries.

83-4725

3. Immediately after work in paragraph 2 is completed, we will relocate three personnel from Room 7E12 and begin full time operations from the sixth floor.

4. After that move, repainting, carpet, pictures, etc., will begin in Room 7E12.

5. All support and personnel involved in this move have been outstanding. Our deepest appreciation -- couldn't be done without you! *

STAT

** Harry - me too!*